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1 P 471 15951  
 55A/DDS 67-2081  
 DD/S 67-6081  
 16 OCT  
 Project C

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NE/BF-67-61

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Special Support Assistant,  
Deputy Director for Support

SUBJECT : Establishment of [REDACTED] Facility at [REDACTED]

25X1A2d1

25X1A6c REFERENCES : (a) [REDACTED] 6058 (Copy Attached)  
 (b) DDS Memo of 6 April 1965 to DDCI  
 (Copy Attached)  
 (c) NE Memo of 9 September 1965 to DDCI  
 (Copy Attached)  
 (d) [REDACTED]  
 (e) [REDACTED]

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1. This memorandum contains recommendations for your approval in paragraph 3.

2. [REDACTED] has been in successful operation for two years. The personnel assigned there are receiving special facilities and incentives as outlined in References b. and c. In order for these personnel to acquire such small personal items as cigarettes, toilet articles, soft drinks, beer and liquor, they must request the Logistics Officer in [REDACTED] to purchase these for them. This system requires the maintenance of financial records and collection of funds for each individual order, both at the site and in [REDACTED]. The establishment of a bulk-type system would reduce the numerous small orders to one or two large consolidated ones a month. The accountable officer would sell the items to the personnel at cost on a cash basis. This system would reduce the administrative work load to a minimum and make the essential items available to all personnel as required.

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3. Pursuant to the authority granted under [REDACTED] it is recommended that the establishment of a small bulk-type [REDACTED] Facility be approved and that an estimated amount of \$4,000 needed for the initial stock be charged off to the [REDACTED]

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Project and recorded in a memorandum control account. It is also recommended that any minor losses which might be incurred through breakage, be charged off every six months thus maintaining the \$4,000 stock level.

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Chief, Near East and  
South Asia Division

Attachments

The recommendations contained in  
Paragraph 3 above are approved.

FOIAb3b

Deputy Director for Support

\*

2/4 NOV 1967

Date

25X1A9a DDP/NE/ [REDACTED] /1gl (10 Oct 67)

Distribution:

- 0 - NE/BF
- 2 - DDS, w/atts *Chronic Supply*
- 1 - SSA/DDS, w/o atts
- 1 - NE/GTI/I, w/o atts
- 2 - NE/CSS, w/o atts
- 1 - C/NE, w/o atts
- 2 - NE/BF, w/o atts

\* Using Central Employee Activities funds rather than appropriated funds.

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ATCH

CLASSIFICATION

PROCESSING ACTION

Chief of Station, [REDACTED] 25X1A6a

INFO.

25X1A

MARKED FOR INDEXING

FROM

Chief, [REDACTED]

X NO INDEXING REQUIRED

SUBJECT

ADMINISTRATIVE/FINANCE

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

Establishment of [REDACTED] facility at [REDACTED]

MICROFILM

ACTION REQUIRED - REFERENCES

25X1A

25X1A2d

REFERENCE: [REDACTED] 6058, dated 12 June 1967

25X1A2d1

25X1A6c

1. Approval is granted to establish a [REDACTED] facility at [REDACTED] to be operated as a self-sustaining personnel service activity under the provisions of [REDACTED].

2. Non-appropriated funds in the amount of \$4,000 will be made available from the Central Club Fund [REDACTED] as working capital for operation of the [REDACTED]. These funds will be considered as a non-interest bearing loan to be repaid whenever the funds are no longer needed for the [REDACTED] operation or at 25X1A the time the [REDACTED] is closed.

3. Retail prices charged by the [REDACTED] should include the minimal mark up necessary to recoup normal operating losses such as breakage and spoilage. The amount of the loan should be recorded and maintained in a memorandum account on Station financial records for control purposes until repaid. Accounting records should be established and maintained in conformance with those prescribed in the publication "Operating and Accounting Procedure for Clubs" to the extent applicable under local conditions. A copy of this publication is attached for your guidance.

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4. A credit T/A for \$4,000 will be forwarded at an early date. If you should consider it necessary to begin operation of the [REDACTED] immediately upon receipt of this dispatch you are authorized to advance \$4,000 of official funds pending receipt of the credit T/A.

25X1A2e

Attachment:

Publication (Operating and Accounting Procedure  
for Clubs)

25X1A6a

Distribution:

Orig &amp; 1 - COS, [REDACTED], w/att.

38 NOV 1967

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
25X1A6c	[REDACTED] 4819	13 November 1967
CLASSIFICATION		HQS FILE NUMBER
Approved For Release 2001/04/04 : CIA-RDP78-04727A000200250028-4		